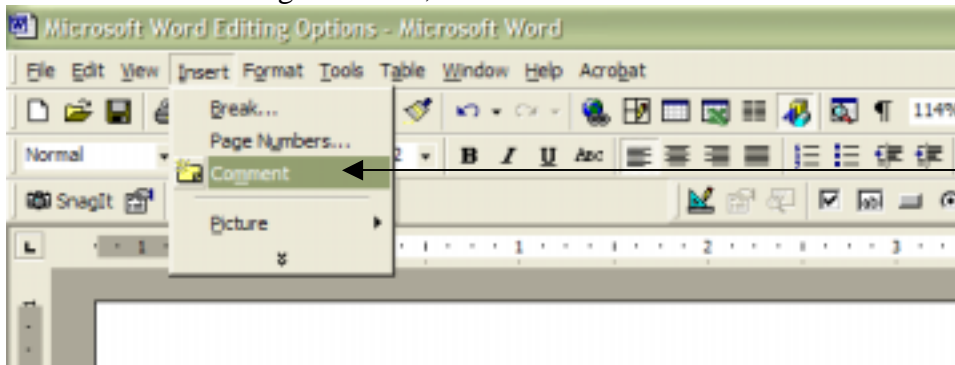


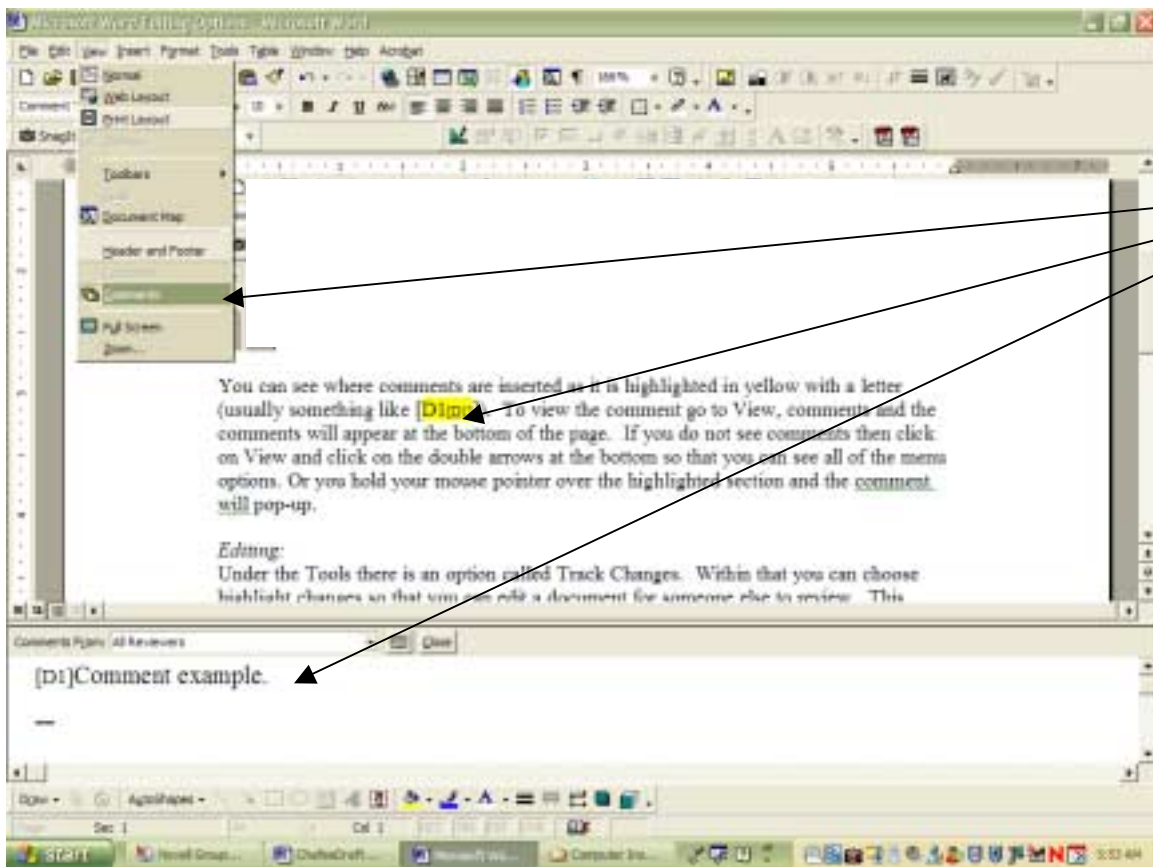
MICROSOFT WORD EDITING OPTIONS:

Comments:

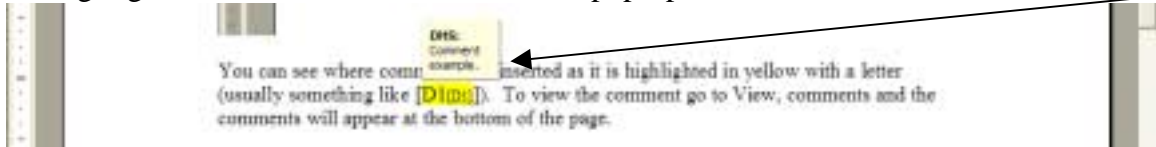
To insert a comment go to Insert, comments.



You can see where comments are inserted as it is highlighted in yellow with a letter (usually something like [D1]). To view the comment go to View, comments and the comments will appear at the bottom of the page.

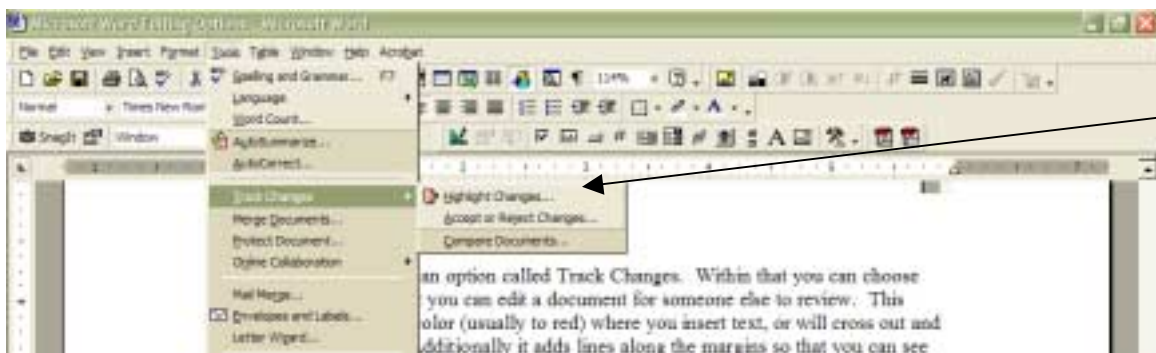


If you do not see comments then click on View and click on the double arrows at the bottom so that you can see all of the menu options. Or you hold your mouse pointer over the highlighted section and the comment will pop-up.



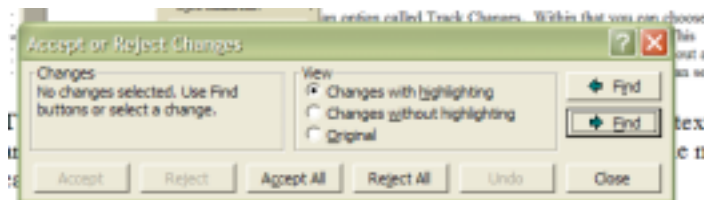
Editing:

Under the Tools there is an option called Track Changes. Within that you can choose highlight changes so that you can edit a document for someone else to review.



This option will change font color (usually to red) where you insert text, or will cross out and redden text you ~~delete delete~~. Additionally it adds lines along the margins so that you can see where edits have been made.

To review the alterations go to Tools, Track Changes, and accept or reject changes.



To hide the editing on screen or when you print go to Tools, Track Changes, Highlight changes, and unclick Highlight Changes on Screen and/or unclick Highlight changes in printed document.

